



**BOSTON PUBLIC SCHOOLS**  
**MBTA Pass Deduction Program**  
**Enrollment Form**

**1. Personal Information:**

Name:		ID#:	
Pay Frequency:	Weekly <input type="checkbox"/>	Bi-Weekly <input type="checkbox"/>	Department:
Title:			Work Phone:

**2. Action Type:**

**Start** deduction: first month to receive pass: \_\_\_\_\_

**Stop** deduction: last month to receive pass: \_\_\_\_\_

**3. MBTA Pass Selection:** Please check appropriate box to start new deduction. **If changing your pass type check start for new pass type and also check stop for old pass type.**

**Start   Stop**

BPS EMPLOYEES			
<input type="checkbox"/>	<input type="checkbox"/>	Local Bus (MBTBUS)	\$48
<input type="checkbox"/>	<input type="checkbox"/>	Link Pass (MBTLNK)	\$70

**4. Authorization:**

I hereby authorize the City of Boston to deduct from my compensation each month the cost of the monthly MBTA pass indicated above. I further agree to abide by all rules and regulations governing the MBTA Pass and MBTA Pass Deduction program as indicated on the reverse of this form.

Employee Signature and Date:	
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CP Use Only:

Done by: \_\_\_\_\_ Pay End Date: \_\_\_\_\_ Verify by: \_\_\_\_\_

## MBTA Pass Deduction Program Instructions and guidelines:

1. Employees may order one (1) pass only.
2. **After receiving your pass, you cannot obtain a refund.**
3. All BPS employees, who work at 26 Court Street, with the exception of those claiming tax exempt status on their W-4, or those on Workers' Compensation, may participate in the Program.
4. Boston Public Schools employees can only participate in the Program if receiving a Charlie Card.
5. The full cost of the pass will be deducted from the check issued on the dates listed below.
6. Employees who do not receive a check or do not have sufficient earnings in the first check of the month, for whatever reason, will not have the deduction taken and will not receive a pass.
7. Requests to start or stop a deduction **must** be received in the Auditing Department, Central Payroll Office before the **Enrollment form Deadline** identified below: All requests to start or stop a deduction must be in writing using the MBTA Pass Deduction Program Enrollment Form. Forms should be sent to:  
Auditing/Central Payroll  
Room M-4, City Hall  
Fax: 635-4339
8. Employees may order one (1) pass only.
9. All City of Boston employees, those claiming tax exempt status on their W-4, or those on Workers' Compensation, may participate in the Program.
10. The full cost of the pass will be deducted from the check issued on the dates listed below.
11. Employees who do not receive a check or do not have sufficient earnings in the first check of the month, for whatever reason, will not have the deduction taken and will not receive a pass.
12. **Any employee who uses their Monthly LinkPass or Local Bus Pass prior to its effective date will be responsible for any cost incurred. The City of Boston will deduct that amount directly from the employee's next paycheck.**
13. Requests to start or stop a deduction **must** be received in the Central Payroll Office before the **Enrollment form Deadline** identified below:

MBTA Pass Month/Year	Deduction Pay Period End Date	Deduction taken in Check Date issued:	Form to be submitted to Central Payroll by
<b>Jan-12</b>	Friday, December 02 2011	Friday, December 09, 2011	Wednesday, November 30, 2011
<b>Feb-12</b>	Friday, December 30, 2011	Friday, January 06, 2012	Wednesday, December 28, 2011
<b>Mar-12</b>	Friday, January 27, 2012	Friday, February 03, 2012	Wednesday, January 25, 2012
<b>Apr-12</b>	Friday, February 24, 2012	Friday, March 02, 2012	Wednesday, February 22, 2012
<b>May-12</b>	Friday, April 06, 2012	Friday, April 13, 2012	Wednesday, April 04, 2012
<b>Jun-12</b>	Friday, May 04, 2012	Friday, May 11, 2012	Wednesday, May 02, 2012
<b>Jul-12</b>	Friday, June 01, 2012	Friday, June 08, 2012	Wednesday, May 30, 2012
<b>Aug-12</b>	Friday, June 29, 2012	Friday, July 06, 2012	Wednesday, June 27, 2012
<b>Sep-12</b>	Friday, July 27, 2012	Friday, August 03, 2012	Wednesday, August 01, 2012
<b>Oct-12</b>	Friday, September 07, 2012	Friday, September 14, 2012	Wednesday, September 05, 2012
<b>Nov-12</b>	Friday, October 05, 2012	Friday, October 12, 2012	Wednesday, October 03, 2012
<b>Dec-12</b>	Friday, November 02, 2012	Thursday, November 09, 2011	Tuesday, October 31, 2012
<b>Jan-13</b>	Friday, November 30, 2012	Friday, December 07, 2012	Wednesday, November 28, 2012

14. All requests to start or stop a deduction must be in writing using the MBTA Pass Deduction Program Enrollment Form. Forms should be sent to:  
Auditing/Central Payroll  
Room M-4, City Hall

Fax: 635-4339

15. Deductions may be refunded only if the employee notifies the Treasury Department within the first week from when the deduction was taken.
16. Treasury can replace only the Bus or Link Passes if they are lost or stolen.
17. Passes will be distributed by Treasury through Department MBTA Pass Program Coordinators.
18. Questions regarding the Pass program should be directed to:  
Treasury/Payroll  
Window M-37, City Hall  
Tel: 635-4151
19. Questions regarding your Pass deduction should be directed to:  
Auditing/Central Payroll  
Room M-4, City Hall  
Tel: 635-3656
20. **Pass deductions are made on a pre-tax basis up to \$125.00 Passes over \$125.00 will have any amount over \$125.00 taken on an after-tax basis.**